



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

November 16, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-22

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: W-2 On-line Self View and Print Option

The Office of State Uniform Payroll (OSUP) offers active employees the option to elect to view and print their W-2 in Louisiana Employees Online (LEO) in lieu of receiving a paper W-2 form via the United States Postal Service (USPS). Active employees choosing this option have access to their W-2 sooner than employees who choose to receive a paper copy via the USPS (paper copies will be mailed on January 29, 2016). OSUP is requesting that you assist with increasing participation by encouraging your employees to choose the W-2 On-line Self View and Print Option.

Employees choosing this option are able to view and print their W-2 by mid-January. See bullets below for specific details and/or requirements.

- Active employees must provide consent to the W-2 on-line self view and print option in LEO by **December 31**. This consent will be for the current reporting year and will continue for each subsequent reporting year until either the employee terminates employment or revokes their consent in LEO.
- Active employees not providing consent in LEO by the required deadline will continue to receive a paper Form W-2 via the postal service. Paper W-2s will be mailed each year by **January 31**.
- Active employees wishing to revoke a prior consent for the on-line self view and print option must do so in LEO. Revocation must be provided by December 31 for the current reporting year.
- Active employees, who do not choose the on-line self view and print option and who need a duplicate copy of their W-2, may obtain a copy in LEO beginning February 1.
- No action is needed for active employees, who elected to self view and print their prior year W-2s.

**All employees should be advised to review their record in LEO to ensure their election was recorded and saved for future calendar years.**

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- Employees will need an internet connection, web browser, access to LEO with an active password, and Adobe Acrobat software to view and print their W-2.
- Separated employees do not have the option of receiving their W-2 on-line and will receive a paper copy via the postal service.
- Separated employees who need a duplicate copy of their W-2 must contact their agency's EA/HR Department and complete the required Duplicate Request Form, [OSUP/F37](#). OSUP will begin accepting these requests February 8, 2016.
- Employees must maintain their current contact information in LEO or through their EA/HR Department so that agencies can provide notices and updates regarding their paper W-2 and/or on-line self view and print options.
- The Division of Administration will continue to inform agencies of all required information regarding the W-2 on-line self view and print option and/or contact information changes through listserv messages, memos, meetings and/or through other means as required by the Internal Revenue Service (IRS).

Attached is a W-2 On-line Self View and Print Consent letter that must be provided to all employees hired in 2015, if not already provided. Although agencies are not required to send this letter to all employees, OSUP requests that agencies provide some form of reminder to all employees. The attached letter provides IRS required disclosure information that employees need in order to make an informed decision on how they wish to receive their annual Form W-2. Agencies should modify the letter to include the agency's official letterhead, current date, agency contact information, and any other agency specific information.

**OSUP encourages agency support of this effort and requests that agencies encourage employees to make this election. Attached is a [flyer](#) that can be printed and either given to employees or displayed throughout the work place. A limited number of poster size flyers are available. Contact OSUP to obtain a poster.**

Please direct any questions to a member of the OSUP Wage and Tax Administration Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

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APH:WRE/par

[Attachment](#)